

STEPS REQUIRED TO PARTICIPATE IN A SCHOOL MEALS PROGRAM (National School Lunch Program, School Breakfast Program, Afterschool Snack Program, and Special Milk Program)

Step 1. Enroll your school in the Educational Entity Master (EEM)

To be able to apply for the School Meals Program through the Child Nutrition Application Program (CNAP), your school must be in the EEM. The EEM is available at:

<http://www.michigan.gov/eem>

EEM Customer Support 517-335-0505 or cepi@michigan.gov

Step 2. Ensure your student enrollment data can be submitted through the Michigan Student Data System (MSDS).

To meet requirements of participation in the School Meals Program, your student enrollment data must be submitted to the MSDS. The MSDS is available at:

<http://www.michigan.gov/cepi>

MSDS Customer Support 517-335-0505 or cepi@michigan.gov

Step 3. Ensure your administrator has a valid Michigan Education Information System (MEIS) account

To apply for the School Meals Program and submit Claims for Reimbursement, an Administrator must have a valid MEIS account set up.

1. Go to: www.michigan.gov/meis
2. Click on the MEIS logo.

MEIS MDE Helpdesk 517-335-0505 or Help-Desk@michigan.gov

Step 4. Complete a *Child Nutrition Program Security Agreement*

1. Go to: www.michigan.gov/meis
 2. Scroll down to Child Nutrition Programs.
 3. Click on *Child Nutrition Program Security Agreement*.
- *Please make sure you follow directions on the form.

Child Nutrition Program Security Access: Ruby Zavala 517-373-0420 or zavalar1@michigan.gov

Step 5. Complete a Child Nutrition Application Program (CNAP) application for the School Meals Program?

1. Go to: www.michigan.gov/meis
2. Click on Child Nutrition Program Application (CNAP)
3. Log-in using you MEIS username and password.
4. Go to Start an Application of the New Year.

*If you are a new sponsor please see the next page for specific documents you need to submit in CNAP.

Child Nutrition Application Program (CNAP): Program Analyst 517-373-3347
or mde-cnap-schoolmeals@michigan.gov

EACH NEW SPONSOR MUST SUBMIT THE FOLLOWING DOCUMENTATION IN CNAP:

Public School District/Public School Academy Sponsors must submit the following in CNAP:

- Copy of Free and Reduced Price School Meals Application Packet.
- Food Service Management Company (FSMC) documentation, if applicable.
- Vended Meal Contract documentation, if applicable.

Private School Sponsors must submit the following in CNAP:

- Documentation of non-profit 501C3 status.
- Copy of Free and Reduced Price School Meals Application Packet.
- FSMC documentation, if applicable.
- Vended Meal Contract documentation, if applicable.

Residential Childcare Institutions (RCCI) Sponsors:

- Documentation of non-profit 501C3 status.
- Copy of Free and Reduced Price School Meals Application Packet, if applicable.
- FSMC documentation, if applicable.
- Vended Meal Contract documentation, if applicable.

Schools that plan to contract with a Food Service Management Company (FSMC) or a Vendor:

- If you have a FSMC or a Vended Meal Contract you must follow a required timeline.
- See the document *Food Service Management Company (FSMC)/Vended Meal Contract Timelines* at www.michigan.gov/schoolnutrition.